

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** ASSISTANT SUPERINTENDENT

**Date:** 1/24/06

**Position Level:** 6

**FLSA Status:** Nonexempt

**Class Code:** 6-3

### GENERAL DESCRIPTION

Primary function is to ensure accuracy of money collected by Toll Collectors. Assists the Superintendent in the daily operations of the Card Sound Toll Booth.

### KEY RESPONSIBILITIES

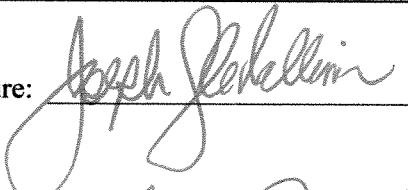
1. \*Responsible for entering financial data and generating computerized reports.
2. \*Assists in scheduling shift assignments.
3. Assists with toll collections.
4. Assists with bank deposit/reconciliations.
5. \*Ensures the accuracy of collection reports. Validates accuracy of axle counts/money.
6. Acts as Safety Representative. Plans meetings and responsible for ensuring safe working conditions for staff.
7. Provides direction to staff in the absence of the Superintendent.

\* Indicates an "essential" job function.


The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Position Title:** ASSISTANT SUPERINTENDENT**Class Code:****Position Level:** 6**KEY JOB REQUIREMENTS**

<b>Education:</b>	Vocational or Technical School required.
<b>Experience:</b>	3 to 5 years.
<b>Impact of Actions:</b>	Makes recommendations or decisions which usually affect the entire department.
<b>Complexity:</b>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<b>Decision Making:</b>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgement is necessary to select and apply the most appropriate of available procedures.
<b>Communication with Others:</b>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<b>Managerial Skills:</b>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<b>Working Conditions/Physical Effort:</b>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<b>On Call Requirements:</b>	On call 24 hours pending disasters.
<b>Other:</b>	Requires Florida Drivers License.

**APPROVALS****Department Head:**Name: JOE MEDALLIONSignature: Date: 1/26/06**Division Director:**

Name: \_\_\_\_\_

Signature: Date: 1/27/06**Deputy County Administrator:**Name: Deborah FrederickSignature: Date: 2/9/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_